

NIDDERDALE HIGH SCHOOL

Request for leave of absence in term time

Pupils are only in school for 190 days each year. There are 175 other days for holidays and other activities.
 80% attendance represents 1 day off a week (more than 1 month a year)
 90% attendance represents 1 day off a fortnight

How to use this form:

- Use for all absence other than sickness
- Use a separate form for each absence and each child

Guidance:

- Absence can only be approved by the Headteacher
- The Headteacher may not grant any leave of absence during school term time unless there are **exceptional circumstances**
- No absence will be authorised for Y7 pupils during the transition period of the first half term
- No absence will be authorised for Y10 & Y11 during exam period
- Absence requests will not be considered if 12 month average attendance is below 93%

Student details

Name of child: _____ Form: _____

Is this the 1st request for absence this year? Yes/No

Dates requested from : _____ to: _____ total of school days missed: _____

Reason for request:

Historical information

Attendance previous year: %	<p align="center">Green more than (96%) satisfactory Amber (91% -95%) Needs improvement Red (less than 90%) unsatisfactory</p>
Current attendance: % Colour code: Red / Amber / Green	

Headteacher to complete:

The request is approved and the absence is authorised under the exceptional circumstances below:

Service personnel returning from active deployment	When a family needs to spend time together to support each other during or after a crisis
Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.	Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company/Battery Commander (attached)

Other:

ATL: _____ Traffic Light: _____

The request is **not approved** and the absence will be recorded as **unauthorised** for the reasons below:
 Reason:

Absence approved (please tick) _____ Absence NOT approved (please tick) _____

Signed: _____ Date: _____